



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON MANNHEIM  
UNIT 29901  
APO AE 09086-9901

**OCT 11 2005**

IMEU-MAN-PWE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: DPW Policy Memorandum 28, SORT Center Operating Policy

1. REFERENCES:

- a. German Final Governing Standards, August 2002 (Draft).
- b. AR 200-1, 21 Feb 97, Environmental Protection and Enhancement.
- c. UR 200-1, 28 Apr 94, USAREUR Environmental Quality Program.
- d. UR Supplement 1 to AR 420-49, 30 Jun 98, Utility Services.
- e. Memorandum, HQ USAREUR/7A, AEAEN-PW-FE, 25 Mar 02, subject: USAREUR SORT Program.
- f. Memorandum, 293d BSB, AEUSG-MA-CO, 10 Dec 02, subject: Recycling Procedures for the Mannheim Community.
- g. SORT Reference Guide, 14 Nov 02.

2. PURPOSE: To clearly define and establish policies for the efficient operation of the USAGM SORT Center.

3. APPLICABILITY: This policy applies to all persons, organizations, and entities desiring access to the USAGM DPW SORT Center. This policy also applies to SORT Center employees.

4. INTENDED USE: The SORT Center serves as a central collection point for authorized users to discard, screen or remove materials (i.e. equipment, furniture, waste, refuse items or recyclable goods). The SORT Center is intended to provide a convenient, legal, cost effective and environmentally sound way for authorized users to discard of unwanted material generated at their private residence or quarters. The center also allows authorized users to screen and remove material for themselves, their family members, organization, activity or unit.

IMEU-MAN-PWE

SUBJECT: DPW Policy Memorandum 28, SORT Center Operating Policy

5. AUTHORIZED USERS:

a. Authorized users include all personnel and their family members assigned, attached, stationed, or detailed to units, organizations or activities supported by the USAGM. Authorized users must possess a valid active duty military or civilian identification card. DoD contract employees and family members who hold valid civilian identification/privilege cards and are employed in support of USAGM units, organizations or activities are also considered authorized users. Only vehicles with USAREUR issued license plates will be allowed entry to the SORT Center. Authorized users on TAD, or who are in a PCS status may enter the SORT Center in non-USAREUR licensed vehicles, provided they have a copy of their TAD or PCS orders.

b. DPW local national (LN) employees in GOV plate vehicles may discard waste/scrap items at the SORT Center. BSB tenant commands may similarly use the SORT Center for discarding small amounts of items (except items listed in paragraph 8 of this policy).

6. SORT CENTER EMPLOYEES: SORT Center employees provide the best customer support possible and maintain a safe, neat and orderly facility. SORT Center employees must review and approve material brought for disposal. SORT Center employees have the authority to deny service to unauthorized users or for unauthorized material. SORT Center employees shall apply prudent judgment in making available for all customers, material that is inherently valuable and likely to have further beneficial use. SORT Center employees are explicitly prohibited from reserving, or concealing material for themselves or other customers, except for material, which may be set aside and used for SORT Center operations. SORT Center employees are not permitted to remove any material from the Center. SORT Center employees are prohibited from accepting material for disposal from unauthorized users. Under no circumstance will SORT Center employees engage in any activity that results in personal or financial gain such as selling or accepting material.

7. PROCEDURES: All SORT Center customers shall provide their name, organization, purpose of visit, and details on material deposited to the SORT Center employee. All material deposited at the SORT Center is considered refuse or recycling materials. Ownership of the material transfers to the US Government when deposited, with the understanding that the SORT Center will dispose, recycle or process the material. SORT Center customers may also screen and remove material (excepting that purchased or otherwise intended for use by the US Government) that they find useful for themselves, their dependents, organization, activity or unit. SORT Center customers who wish to remove material must do so immediately. Customers are not permitted to remove material if it is obvious that their only intent is to resell it for a profit (large amount of same kind at once, same kind every time). SORT Center employees will not provide temporary storage for any items. LN employees with installation passes are explicitly prohibited from removing any items for personal use from the SORT Center.

IMEU-MAN-PWE

SUBJECT: DPW Policy Memorandum 28, SORT Center Operating Policy

8. RESTRICTIONS: The following items and materials will not be accepted at the SORT Center:

a. Military Property (except dry and wet cell batteries). Military property includes such items as camouflage netting, components or equipment removed from military vehicles, MRE's, range-finders, military radios.

b. Government Hand-Receipt Property. This would include such items as Government owned computers, computer printers, typewriters, and furniture.

c. Industrial Property or Waste. This would include such items as construction debris produced by a construction company/firm and scrap metal from a manufacturing process.

d. Commercial Property or Waste. This would include items from any profit-oriented business or organization. Examples include damaged goods generated by the AAFES PX, obsolete equipment generated by the Outdoor Recreation Center, cardboard boxes from a restaurant that is operated by the family member of an authorized user.

e. Property from individuals not authorized to use the facility. This would include using your car/truck to haul your neighbor's (local national's) broken washing machine to the SORT Center.

9. Off-post living personnel (USAREUR command sponsored/non-command sponsored) shall dispose their waste/materials through their local municipal solid waste programs. Exemptions to use the SORT Center are special situations or events (PCS moves, holidays, small amount of bulk waste, household hazardous waste).

10. The SORT Center is not a DRMO. Units with truckloads or a larger quantity of material (i.e. furniture, scrap metal) must transport their material to DRMO Kaiserslautern.

11. The SORT Center is operated under the direction and guidance of the DPW, Environmental Management Office (EMO). POC is the Chief, EMO, DSN 381-8675. Routine questions should be directed to the SORT Center staff, DSN 381-7678.



LARRY E. SCAVONE  
Director of Public Works

DISTRIBUTION:  
DPW O&M Division  
DPW EMO  
DPW SORT Center